The Office of Service Learning is excited to receive applications for NEW courses to be designated for the first time as Service-learning for the Fall 2014 semester. Below are the instructions for applying and some helpful information to guide the process. We welcome any questions and invite you to contact the Office about your application or service-learning more generally.

1. APPLICATION INSTRUCTIONS

A. Include a copy of your course syllabus. Please highlight the portions of your syllabus that most directly relate to service learning. If you do not have a syllabus prepared, provide a course outline that meets the evaluation criteria listed at the end of this document in Section IV.

B. Letter of support from your Department Chair that speaks to the value of the course in the department’s curriculum.

C. Brief responses to the following questions

   Community Service and Partnership

   1. What service activity will students be doing in conjunction with your course and how does this activity contribute to the community?

   2. What community partner(s) are or might be involved? Have you already begun developing these partnerships?

   3. Will the service component be optional or required? What is the total number of hours of service expected?

   Student Learning and Development

   4. How will the service enhance the expected learning outcomes?

   5. What strategies (ie. Journal writing, learning portfolios, short group exercises, etc.) will be used to engage students in active reflection on their service experience?

   Other

   6. Is this a core course? YES/ NO

   7. Is this a U.S. Diversity Course? YES/ NO

   8. Is this a World Diversity Course? YES/NO

   9. Is this course associated with a Sophomore Residential College? YES/ NO

      a. If YES, which one? ______________    b. If NO, are you interested? YES/ NO

   10. If you would like the Office of Service-learning to assist you with any aspect of your course, please indicate how we might do so below.

E-mail completed applications to servicelearning@fairfield.edu by February 21, 2014
II. Evaluation Criteria for Application

The Office of Service Learning will use the following criteria for evaluating your application:

► Clear, detailed responses to the application questions that demonstrate applicant’s familiarity with service-learning best practices
► Letter from Department Chair
► Syllabus shows evidence of how service learning is integrated into course learning objectives
► Presence of service-learning definition in the course syllabus (See Section III below for some definitional language).
► Evidence of how service learning will be assessed (eg, in grading criteria, assignments, etc.)

III. Description/Explanation of Service-learning Courses in Course Booklet

Below is a description of service-learning that appears in the course booklet for each semester. Faculty may adopt this language in defining service-learning on their course syllabi.

Service Learning is a kind of experiential education that connects classroom learning with community service. In collaboration with community organizations, students learn about and apply tools of the academic discipline and specific course concepts in their service experiences. This combination enhances academic learning and civic awareness. Course credit and grading are for the learning not for the service. The service activities for the course are similar to the readings, lectures, class discussions, and other assignments—all are contexts for student learning.

Approved courses will carry the notation SerL in the right-hand column of the schedule of classes.

To help students identify and make decisions about service-learning courses, we encourage faculty to indicate clearly in the course description (where possible) that it is a service-learning course and that community service or community-based research outside of the classroom is expected.

III. Office of Service Learning Resources

The Office of Service Learning is located in CNS 200. We are available to assist faculty in a variety of different ways, including the following:

► Assistance with learning about best practices in service-learning pedagogy; developing courses, reflection, and assessment tools; identifying and connecting with community partners; and course logistics, etc.
► Information on professional development (local and national), as well as community-engaged scholarship opportunities.
► Connection to a community of scholars interested in community-engaged teaching and research
► Course development grants (to be announced in early February; to review a copy of the 2013 application as a reference, click here)
► Service Learning Associates, students trained to assist faculty in delivering their service-learning courses.
► For more, visit www.fairfield.edu/servicelearning.

Please contact Prof. Jocelyn Boryczka, Faculty Chair of Service Learning at jboryczka@fairfield.edu or Melissa Quan, Director of Service Learning at ext, 3455, with questions on the course designation guidelines or process.